

Staffing & Employment
HACC Standard 3
AQTF Standard 2 & 7
Review Date June 2011

Policy Number: SE2
Number of pages: 3
Attachment: Nil

POLICY REGISTER

Subject: Equal Employment Opportunity

Primary Responsibility:

Board members, staff, contractors, students and volunteers

Policy Statement

That all employees, present or potential, receive fair and unbiased treatment in the workplace and in all employment practices, including recruitment, development and promotion.

Procedure

1. Equal Employment Opportunity (EEO) applies to all staff, contractors, students and volunteers, as everyone is obliged to follow non-discriminatory practices in the workplace. This Policy covers both direct and indirect discrimination.
2. For the purposes of this policy, direct discrimination is regarded as...“less favourable treatment than another person, in the same or similar circumstances, on any of the grounds, in any of the areas covered by the Equal Opportunity Act 1984” or subsequent amendments.
3. For the purposes of this policy indirect discrimination is regarded as...“an unreasonable rule or practice which on the face of it appears neutral, but with which a high proportion of persons of a particular race, sex or other group covered by the Equal Opportunity Act could not apply”.
4. Merit is the basis for recruitment. WSCF is an EEO employer in that it recruits and promotes individuals on the basis of merit. Selection is based on the ability of the applicant to meet the specified requirements related to the vacant position.

An applicant will not be discriminated against for any of the following reasons:

- Race (colour of skin, nationality, ethnic or indigenous origin).
- Cultural identity.
- Gender or gender identity (including transgender persons).

- Marital status.
- Physical impairment.
- Intellectual impairment.
- Psychiatric impairment.
- Sexual preference.
- Age.
- Trade Union activity.
- Religious/spiritual following.
- Political opinion - with the exception of membership of active political organisations whose aim is to injure or kill any other person or a person whose political opinion does not comply with WSCF's Code of Practice Policy.
- Pregnancy.
- Parental Responsibilities.
- Irrelevant Criminal Record.

WSCF may carry out Working with Children or police checks on prospective employees who will be employed in positions of trust, for example, Accountant, Bookkeeper, or Community Worker. Applicants will be asked to give their written permission for the relevant check.

If an applicant refuses a police check advice will be sought from the Human Rights and Equal Opportunities Commission and/or the Commissioner for Children and Young People about the appropriate course of action.

5. WSCF will provide a non-discriminatory environment. Discrimination can be intentional or unintentional and occurs when people are excluded from a benefit or opportunity because:
 - A characteristic, such as sex, age, race and disability, is used as a barrier; or
 - A stereotypical assumption is made about a person associated with characteristics such as sex, age, race and disability.
6. All employees will have equal access to information about conditions and benefits pertaining to their employment.
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8. Positive and constructive measures will be taken to identify and eliminate barriers that may exclude certain groups from the equal opportunity to be considered on their merits (affirmative action).
9. Workplace harassment will be dealt with in accordance with the Policy concerning harassment.

Appropriate disciplinary action will be taken against offenders where complaints have been substantiated.

10. Employees shall have access to effective processes for the resolution of grievances concerning discrimination and or/harassment.

11. The overall responsibility for monitoring the effectiveness of this policy and for implementing of this policy is the Executive Officer and the Board.

However it is the responsibility of every employee to accept his or her personal involvement in the practical application of this policy. Specific responsibility falls upon the Board, the Executive Officer and employees professionally involved in recruitment. Employee training will be provided to ensure that the policy is upheld.

EEO requires the active participation of all staff.

Adopted by the Board on: 02/06/2009

CROSS REFERENCE

- GP5 Privacy & Confidentiality Policy
- SE1 Recruitment Policy
- GP6 Conflict Resolution Policy
- Harassment Policy